



MINUTES:

1.1. CNSW Board Meeting, 11 April 2023

Minutes by: Liz Friend

1.Meeting Opened at 7:25pm

2.Quorum/Attendance:

Kate McLoughlin (Chair); Rik Mills; Liz Friend; Ray Chapman

APOLOGIES: Steve Miles, Fidy Westgarth

3.Approval of minutes from last meeting

3.1 Minutes of 14 March – approved by all in attendance.

4.Declaration of Director's Interests

4.1 Directors must declare any interest they may have in any matter on the Agenda, or any matter raised during Board meetings, in a timely manner. **Agreed.**

5.Business Arising from Minutes

5.1 Ethan Gumbrell - GCSC Response. **Done.**

5.2 ACA Affiliation Fees process. Ongoing, with Steve Miles following up with ACA.

5.3 Membership Management Platform

5.3.1 Kate and Rik to attend presentations by RevSport and MemberPoint, via link, and report to Board as soon as practicable. **Agreed.**

6.Finance Report

6.1 Treasurer's Report. Treasurer sought approval of payment for Pye Landscapes, and the reimbursement of the annual OFT (to Steve Miles) and the reimbursement for accommodation at the Eire Cup (to Allison Sharp). Moved Rik, seconded Liz. **Agreed.**

6.2 Treasurer's Report. Moved by Ray, seconded by Kate. **Agreed.**

6.3 Chair advised that approval had been granted by Office of Sport to apply \$15,000 grant to lawns maintenance/renovations instead of a Board Governance project. Noted.

7.Chair's Report

7.1 Membership Platform – Chair reported that TidyHQ does not deliver at the level required. Kate and Rik to seek two quotes which needs to include Member Management and Event Management.

7.2 Board Planning Day – all agreed on 3 May, in Sydney, with Bob Berry assisting. Rik to arrange venue.

7.3 Chair requested that Board members access the Ausport Course (governance training) prior to the Planning Day.

7.4 Chair reported that David Stanton had accepted a position on the ACA National Tournaments Working Party, which will progress an education package to assist Tournament Managers, amongst other responsibilities.

7.5 Operational Plan has been updated, including the marketing effort by Fidy and Liz who will now seek two quotes for the first stage, and Stephen Burns as the contact for U21/Junior players.

7.6 Organisational Support Program – 21/22 has been acquitted.

8.FMC Report

8.1 Following discussion, Kate to respond to FMC re Gateball requirements, garden project, and wet weather hooks for the Clubhouse.

8.2 The Report provided a summary of expenditure, noting Pye landscapes was a little under budget and garden surrounds a little over budget. All maintenance and improvement works are going to plan.

8.3 The Board agreed to ask the FMC to quote for Croquet NSW signage to be placed next to Cooks River Signage for inclusion in the budget for 2023.

8.4 The Board also requested the FMC to seek a Request for Quote for Greenkeeping services, to specify outcomes, and ensure that this substantial budget item is providing good value and delivering on necessary outcomes. Kate to advise Steve Miles, FMC Chair.

9.CRCC Agreement

9.1 Response by CRCC to the CNSW final agreement. The Board noted CRCC's response, and agreed to the following:

9.2 As CRCC regards themselves as 'users' of the facility, the Board agrees that the FMC would organise for cleaning to be done on a recommended fortnightly basis. This would be in addition to the current charges: which would be passed on to CRCC from the third quarter of 2023 at \$5 per quarter per member.

9.3 CNSW will pay for the 2022 cleaning bill on receipt of an appropriate invoice.

9.4 Hoop renovations – as previously indicated the Board will make a payment of \$300 to CRCC as a contribution to the costs and as a donation to the Men's Shed.

9.5 Dave Clarke is welcome to nominate for the FMC vacancy using the nomination form on the website <https://www.croquet-nsw.org/resources.html>. The other option is for the FMC to recommend him to fill the casual vacancy.

9.6 The management of the Common Players area by CRCC is welcomed.

9.7 Kate will draft a response incorporating the above for Board agreement.

10.Any Other Business

10.1 Board representatives to CNSW Committee – to be updated and published.

10.2 Increase in daily accommodation allowance for CNSW Directors and Officers – ratified by email consensus to \$160 per night. Noted.

10.3 ACA Marketing and Rebranding Project – Board noted that ACA has established Focus groups to receive feedback/input from a wide range of stakeholders (members) across all States and has collated responses from its survey on brand recognition.

10.4 EOI's for Coaching Coordinator, AC Referee Coordinator, GC Referee Coordinator and a vacancy on the Tournaments Committee. Rik to prepare EOI and to include in the Newsletter.

10.5 Second Round of Hubs Approval – Nowra CC has submitted an application which has been assessed by the Selection Committee of Greg Bury, Marion Davies and Ray Chapman as very suitable and recommended their approval as a Club Hub. The Board approved; Ray will advise Nowra CC of same.

11.Committee Report

11.1 GC Selection Committee – proposed the appointment of David Hanbidge to the Committee. **Agreed.** Liz to advise GCSC and Rik to advise David Hanbidge.

12.Policy and Documents

12.1 Incident Report Form – Board agreed that this is a useful template for Clubs and it will be available on the CNSW website.

12.2 Risk Assessment – the ACA has a comprehensive form which can be downloaded. Board agreed that the CNSW newsletter should include the form (via link).

13.Correspondence – none listed

14.Meeting Close: 9.05pm. Next Meeting: 7pm, 9 May 2023